

Disclaimer:

Please note that this record provides the statement of work (SOW) from the current contract to help enhance competition. This information should not be relied upon for proposal preparation. Contractors are cautioned to prepare their proposal in accordance with the SOW in the solicitation when it is released.

STATEMENT OF WORK

TECHNICAL AND ANALYTICAL SUPPORT FOR THE STRATOSPHERIC PROTECTION DIVISION

I. Introduction

This contract is to provide program support to the Environmental Protection Agency's Stratospheric Protection Division in the Office of Air and Radiation located in Washington, D.C. The contractor shall furnish all necessary facilities, equipment, material, related administrative support, and qualified personnel required to perform tasks defined in this Statement of Work, and in accordance with the written Task Order issued by the Contracting Officer.

The Contractor shall submit for review and obtain approval from the EPA Contract Officer's Representative/Work Assignment Manager (WAM) prior to use or dissemination of any and all manuals, technical documents, and outreach materials (to include all training and workshop materials).

II. Background and Purpose

The mission of the Stratospheric Protection Division (SPD) is to restore the earth's stratospheric ozone layer by ensuring the safe and economical transition from ozone-depleting substances (ODSs) towards acceptable alternatives in order to protect human health and the environment, both nationally and internationally.

A variety of trace gas emissions from various man-made and natural sources are changing the composition of the global atmosphere. These gases threaten to deplete the ozone layer in the stratosphere, change global climate, and alter the chemical balance of the lower atmosphere.

The U.S. has been concerned about the destruction of the ozone layer since 1974. Scientific evidence has implicated chlorofluorocarbons (CFCs) and other chlorine and bromine containing compounds as the main cause of ozone depletion. Since 1985, with the discovery of an ozone hole over Antarctica, scientists have determined that ozone levels have been markedly reduced at U.S. latitudes over the last decade and that there is evidence of more substantial ozone depletion in the Arctic, similar to that in the Antarctic.

Title VI of the Clean Air Act as Amended (CAA) mandates the development and implementation of regulations to protect the stratospheric ozone layer. This includes:

- The Phaseout of Production and Consumption of Ozone Depleting Substances
- Servicing Mobile Vehicle Air Conditioners
- Establishing a National Emissions Reduction program which includes

provisions for use and disposal of ozone-depleting substances during service, repair or disposal of appliances

Labeling for containers of and products containing Class I and Class II substances

Banning Nonessential Products

Establishing the Significant New Alternatives Policy (SNAP) Program.

In addition, the CAA provides EPA with the authority to implement a program for the management of health and environmental risks associated with ozone depletion and its effect on ultraviolet (UV) radiation levels.

Title VI of the CAA implements the U.S. obligation established by the Montreal Protocol on Substances that Deplete the Ozone Layer (Montreal Protocol), the international agreement to control ozone-depleting substances that establishes schedules globally phasing out ozone-depleting substances. Originally signed in 1987, and now ratified by 196 Parties, the Montreal Protocol has established phaseout schedules for both industrialized and developing nations. Due to evidence of significant ozone depletion caused by certain intentionally-made chemicals, the United States, in accordance with the Montreal Protocol expedited the phase out of CFCs, methyl chloroform and carbon tetrachloride. Since January 1, 1996, there has been no new production of these chemicals in the U.S. with very limited exemptions. The U.S. also ceased production of halons at the end of 1993. The U.S. has also phased out the production and consumption of methyl bromide and has established a schedule for phasing out hydrochlorofluorocarbons (HCFCs). Additional U.S. regulatory programs implement controls over recovery and recycling of refrigerants and halons; review and determination of acceptability of alternatives; ban of nonessential uses of ozone-depleting substances (ODS) in products; and labeling of products made with ODSs.

In addition, EPA lists substitutes for ODS that are evaluated based on their overall risk to human health and the environment. EPA also prohibits intentional releases of ODS substitutes. EPA considers a variety of risk factors including contributions to global warming. Besides the regulatory programs, EPA also deploys voluntary efforts to define and limit ozone depletion and climate change, or to adapt to these atmospheric changes. A major part of the work described under this scope of work involves the assessment of the technical feasibility of these options to reduce ozone depleting and greenhouse gas emissions (GHG). In addition, it is necessary to evaluate the overall risk of implementing each technical option by determining the impact on ozone depletion, direct and indirect global warming, toxicity, safety, flammability, and contribution of increased air pollution by direct emission or by indirect increases in energy demand. It will be necessary to examine the capacity of these options to technically limit changes and assess the regulatory requirements, obstacles and institutional barriers for their development. Industrial and military sectors using ODS and their alternatives include, but are not limited to:

Designated use Sectors:

- Refrigeration and Air Conditioning
- Motor Vehicle Air Conditioning
- Household Appliances, Supermarkets and Industrial Process Refrigeration
- Foam Insulation Systems
- Cleaning Solvents
- Adhesives, Coatings and
Inks Medical Sterilization
- Aerosols
- Pharmaceuticals: Drug Delivery Systems
- Fire and Explosion Protection
- Agriculture/Fumigation (Methyl Bromide)
- Aviation (Civilian and Military)
- Ships (Civilian and Military)
- Space Vehicles including rockets and the Space Shuttle
- Destruction and Transformation Processes
- Reclamation
- Laboratory Uses

EPA works to quantify and reduce the emissions of ozone depleting substances and other GHGs.

The primary substances of interest are CO₂, CH₄, N₂O, O₃, HFCs, PFCs, SF₆, CFCs, HCFCs, halons and methyl bromide. Other ODS, ODS substitutes and GHG may require attention as well. EPA manages domestic and international voluntary climate programs, and domestic voluntary programs to transition away from ozone-depleting substances. Voluntary climate programs include, but are not limited to, the high global warming potential (high-GWP) partnerships and CO₂ reduction initiatives. These partnerships work to reduce emissions of GHGs, such as HFCs, PFCs, CO₂ and SF₆, and to promote energy efficient products and practices within industrial sectors.

Specifically, EPA prepares and evaluates inventories and projections of GHG and ODS sinks and emissions from a variety of sources, including industrial aviation and shipping. EPA develops and analyzes methods of emissions monitoring and verification; analyzes the physical, biological, social, and economic causes of both anthropogenic and natural emission sources; analyzes measures (policies, programs, technologies, etc.) to reduce emissions and enhance sinks, including assessment of the economic impacts, small business impacts, social impacts, health impacts, environmental impacts, etc. of the mitigation strategies, and; analyzes the impacts of GHG and ODS emissions which may include health risks, socio-economic impacts, environmental impacts, etc.

As a recognized leader and authority on stratospheric ozone issues, EPA develops and disseminates clear communications based on the science of ozone depletion and climate change for all audiences, including school children and the public, business, media, financial, scientific, technical, governmental and international authorities. EPA focuses on the science, health and environmental impacts and adaptation related to ozone depletion, increased UV radiation, and climate change. Climate science refers to the assessments of the processes that contribute to changes in climate, including the issues that are examined by Working Group I of the Intergovernmental Panel on Climate Change. Ozone depletion science refers to measurements of environmental indicators and to the assessment of the processes that cause ozone depletion, including the issues examined by the World Meteorological Organization in their periodic Scientific Assessments of Ozone Depletion provided to the Parties to the Montreal Protocol. Climate impacts refers to effects of global or regional changes in temperatures, precipitation, winds, humidity, and other aspects of weather on human activities and the environment.

Ozone depletion impacts refers to effects on human health, ecosystems, and crops from excessive ultraviolet radiation. Some of those impacts include the impacts of climate change and ozone depletion on agriculture, forests, water resources, human health, fisheries, terrestrial ecosystems, infrastructure, as well as other impacts generally addressed by Working Group 2 of the Intergovernmental Panel on Climate Change. Adaptation to climate change includes measures that people and institutions might undertake either as a reaction to, or in anticipation of, changes in climate, such as heat warning systems, changes in crop selection, alterations in riverine floodplain development, modifications to water supply infrastructure or water rights, and any other measure that might be taken as a result of changing climate. Adaptation to ozone depletion includes measures that people and institutions might undertake as a reaction to ozone depletion, such as a UV warning system, changes in clothing, use of sunscreen and sunglasses, and changes in time under direct sun exposure. EPA's impacts and adaptation effort will generally focus on the United States.

:III. Task Areas

EPA requires technical and analytic support concerning new technologies and alternatives to ODS and their use in designated sectors (bulleted list in Section II, Background and Purposes) to support regulatory and programmatic decisions, both domestic and international, being considered by the SPD. Work shall be performed by the contractor only as directed in Work Assignments issued by the Contracting Officer (CO).

1) Policy and Program Analysis

and Development

1.A. General Tasks:

1.A.1 Conduct literature reviews through materials including, but not limited to, books, reports, journals, articles, conference proceedings, web pages and unpublished documents. These reviews shall include preparation of bibliographies and accurate citations.

1.A.2 Conduct research and prepare reports in areas where literature searches do not provide sufficient information, and for other purposes such as to conduct industry surveys scan of key activities and actors, to summarize economic, scientific, technological, and environmental trends and advances. Analyze and report on trends in government, business, non-governmental organizations and other sectors that might affect EPA's domestic or international activities such as capacity building, policy and program development or implementation and others.

1.A.3 Develop and test survey instruments, conduct surveys and analyze survey data to investigate subject matter described in this Statement of Work. The Contractor shall provide all available data to the WAM, while meeting Confidential Business Information (CBI) requirements. Prepare information collection analyses to meet Paperwork Reduction Act and Information Collection Request requirements. Survey work conducted guidance contained within the under this task shall conform with EPA survey procedures and the Paperwork Reduction Act.

1.A.4 Conduct peer review of studies or analyses performed by others, including but not limited to reviewers selected by the EPA WAM. Peer review shall be performed in accordance with EPA Peer Review Guidelines. Major provisions of the peer review procedures include: choosing the peer review mechanism, developing a charge for the peer reviewers, setting a schedule for the peer review, selecting the peer reviewers, identifying any potential conflicts of interest, providing material to the peer reviewers, establishing the peer review record, and incorporating results of the peer review into a final work product.

1.B. Environmental Analysis

1.B.1 Identify new technologies and technically feasible alternatives to ODS, alternatives that reduce overall risk to human health and the environment including contributions to global warming and other impacts (including flammability), and techniques for preventing hazardous chemicals from entering the environment (e.g., recycling).

1.B.2 Analyze and compare engineering performance factors of new technologies and alternatives described in Section 1.B.1, including energy efficiency, thermal and insulating properties, lifetime analysis, chemical industrial processes, recycling capability, and emission reduction.

1.B.3 Analyze available technology options for reducing emissions of direct and indirect contributions to climate change.

1.B.4 Analyze available technology options for reducing emissions of high-global warming potential (GWP) gases at their sources.

1.B.5 Evaluate toxicity and ecotoxicity of ODS and their substitutes using structure activity, analyzing test data, generating original laboratory data and associated measurements, and other methods as indicated.

1.B.6 Identify, conduct, and evaluate environmental analyses of climate change and ozone depletion including, but not limited to, the atmospheric impacts of GHGs from aviation and shipping, the effect of sinks on GHG concentrations, and others. Analyze potential and actual environmental impacts of climate change and ozone depletion, including, but not limited to, impacts on water resources, crops, ecosystems, endangered species, human-made materials and buildings, or human infrastructures.

1.B.7 Identify, conduct and evaluate energy analyses of policies, programs, and activities involving the enhanced efficiency improvements resulting from voluntary partnerships and international technology transfer.

1.B.8 Identify, analyze and evaluate technologies, chemicals, and processes relevant to climate change, energy efficiency, clean energy, air quality, and stratospheric ozone protection.

1.B.9 Identify, develop, analyze, and evaluate domestic and international measures, research, projections, policies, programs, mechanisms and activities to a) mitigate emissions of GHGs, ODSs and other pollutants, b) communicate about these environmental problems or c) create resilience through

adaptation. For example, analyze institutional barriers to implementing climate policies, and assess the effectiveness of country-specific institutions to perform functions called for under the United Nations Framework on Climate Change (UNFCCC); or identify, develop and analyze policy options and guidance such as opportunities for state and local or international governments to simultaneously enhance domestic energy supplies and meet air quality goals.

1.B.10 Develop, evaluate, and verify baseline emissions estimates and inventories for GHGs and ODS. Provide technical assistance to create baseline emissions for other governments.

1.B.11 Monitor and verify reductions and develop protocols for monitoring and verification of emissions reductions activities, both domestically and internationally. For example, develop and refine protocols by working with EPA's partners and other effected parties.

1.B.12 Estimate emissions of important tropospheric constituents and the injection of substances into the stratosphere, as well as the calculation of non-anthropogenic sources and/or sinks for ozone-depleting, global warming chemicals, nitrous oxide (N₂O) and nitrogen oxides (NO_x).

1.B.13 Determine ozone depletion potential, atmospheric lifetime and global warming potential of alternatives to known ODS and high GHG ODS substitutes.

1.B.14 Perform other atmospheric science evaluations including, but not limited to, atmospheric stabilization and climate change estimates, as required.

1.B.15 Estimate emissions of sulfur dioxide, nitrogen oxides, particulate matter, carbon dioxide and other emissions from aircraft, and consider the impacts on the stratosphere of water vapor resulting from stratospheric aircraft and rocket launches.

1.B.16 Identify, conduct, and evaluate studies of domestic and international accomplishments toward meeting air quality, climate change, ozone layer protection and other relevant environmental goals as affected by treaties, domestic or foreign legislation, policies, and programs.

1.C. Health and Safety Analysis

1.C.1 Analyze the health and safety impacts of new technologies and alternatives.

The contractor shall provide fire engineering analysis to evaluate the flammability and explosiveness of new technologies and alternatives to ODS.

Provide health and environmental impact analysis

including, but not limited to, epidemiological, toxicological, and industrial hygiene analyses, as well as other environmental engineering analyses of technologies, processes and substances that substitute for ODS.

1.C.2 Evaluate toxicity and ecotoxicity of ODS and their substitutes using structure activity, analyzing test data, generating original laboratory data and associated measurements, and other methods as indicated.

1.C.3 Determine exposure scenarios for ODSs and their substitutes in all use sectors and for worker, consumer, and general population exposure, particularly exposure for consumers in homes and other indoor spaces.

Specifically, the contractor shall perform analyses related to ODS substitutes in the sectors listed in Section II, Background and Purpose." The contractor shall generate measurements of emissions where needed to evaluate worker, consumer, and general population exposure.

1.C.4 Evaluate direct and indirect human health and environmental impacts of ozone depleting substances and other environmental stressors (e.g., ground-level ozone, ultraviolet radiation). Identify, conduct, and evaluate technical analyses of climate change and ozone depletion such as the public health implications of reducing ODS emissions, incidences of skin cancer, and others. Analyze potential and actual impacts of climate change and ozone depletion on human health including mortality and morbidity.

1.D. Technical, Economic, and Market Feasibility Analysis

1.D.1 Test, measure and generate data for new technologies and alternatives described in Section 1.8.1.

1.D.2 Identify and evaluate technical, economic and institutional issues about, barriers to and opportunities for substitutions to new technologies and alternatives to ODS. Analyze the economic and financial impacts and economic feasibility of new technologies and alternatives to ODS.

1.D.3 Identify, analyze and evaluate industry (both U.S. and Global) and military standards and practices relating to ODS.

1.D.4 Analyze and evaluate the agricultural, food system and trade and shipping impacts of new technologies, technological systems and alternatives that substitute for ODS.

1.D.5 Analyze international markets of goods which affect the environment and determine market

trends. Anticipate changing demands in markets of foreign countries and how that demand could translate into U.S. supplies of environmentally safe goods to that country. Assess and analyze U.S. customs

DRAFT

laws and trade statistics to facilitate analysis of trends.

1.D.6 Apply statistical analysis to trade information and data to evaluate international market trends.

1.D.7 Identify, conduct and evaluate economic analyses of climate change and ozone depletion on areas including, but not limited to, business, biodiversity, and human health; identify, conduct and evaluate studies of the economic costs and benefits of regulations, policies, partnership programs, trading mechanisms, bans, and de-regulatory activities. Analyze associated environmental, economic, technical, and other impacts of EPA programs and activities.

1.D.8 Conduct market and industrial analyses of sectors that produce, consume, manage, import, or sell GHGs, ODSs and substitutes. Examples include, but are not limited to, potential reduction opportunities for all industries that use, emit or make SF₆, HFCs or PFCs analyses of technological and economic suitability of alternatives to methyl bromide in the agricultural sector and others.

1.E. Regulatory Analysis & Support

1.E.1 Assist in developing the framework and calculations of critical use exemptions and essential use exemptions.

1.E.2 Collect, analyze and evaluate data in support of regulatory implementation initiatives, such as monitoring allocations and allowances, supply and demand of ODS refrigerants, certification of equipment, training of technicians, cataloging petition requests, and submissions for safe alternatives.

1.E.3 Provide support for Information Collection Requests (ICRs), Regulatory Impact Analyses (RIA), and Regulatory Flexibility Analyses (RFA)--develop support documentation for regulatory development, covering such issues as estimating the impact of various options; analyzing costs and benefits; regulatory flexibility; evaluation of impacts on small businesses; supporting documentation for Small Business Advocacy Review Panel; administrative burdens analyses; and preparing summaries of public comments. Analyze regulatory impacts of EPA actions on such areas as other government regulatory and policy priorities, burdens on affected parties, impact on small business, and societal costs and benefits of programs and actions.

1.E.4 Analyze the impact of alternative regulatory options to direct command and control regulation, such as allowances, marketable permits, deposit systems, fees, other market incentives, auctions and additional taxes and analyze the impact of those alternative regulatory mechanisms.

2) Program and Policy Implementation Assistance

2.1 Support existing programs by continuing to attract and enroll new participants through a variety of outreach and communication efforts directed to elementary and middle schools, educational and public health leaders, and national and local education and health organizations; supermarkets, utilities, retailers, State energy officers, also ensure effective management support for rapid national expansion of programs and delivery of information to participants, while maintaining and improving quality of service

2.2 Identify and analyze opportunities for coordination with other domestic and international initiatives to achieve program objectives.

2.3 Provide technical assistance, develop and analyze program messages, options and tools relating to the impacts of climate change and ozone layer depletion and adaptive strategies.

2.4 Assist EPA stakeholders to work with domestic and international organizations such as the Global Environmental Facility, the World Bank, and the United Nations Environment Programme.

2.5 Identify and analyze opportunities for new voluntary programs with industry, military, and Federal, state, local, and foreign governments to promote new energy-efficient, ozone-friendly technologies. Identify target audiences for programs, examine and assess market opportunities to promote new technologies, and assess energy-efficiency and other GHG-reduction approaches and technologies.

2.6 Develop briefing documents to support proposals to various standard-setting organizations, including, but not limited to, the National Fire Protection Association (NFPA), the American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE), American Industrial Hygiene Association (AIHA), International Civil Aviation Organization (ICAO), the International Maritime Organization (IMO), SFI Foundation, the American Conference of Governmental Industrial Hygienists (ACGIH)

2.7 Prepare proposals for new or revised voluntary standards to selected standard-setting organizations. Collect, organize and analyze data to support development of or revision to selected voluntary standards. Prepare background documents and recommendations for changes in existing voluntary standards.

2.8 Attend deliberations of selected technical committees and preparation of reports of said deliberations.

2.9 Prepare background materials, briefing documents, and outreach materials supporting voluntary efforts to transition specific sectors such as supermarkets and chillers.

3) Program and Policy Evaluation

3.1 Develop criteria and guidelines to measure the effectiveness of regulatory and non-regulatory programs. Develop and implement program and policy performance metrics and evaluate effectiveness of marketing and communications programs.

3.2 Develop and implement program evaluation projects to determine the effectiveness of various regulatory and non-regulatory programs, including but not limited to projects that determine and assess quantitative goals and/or relate to the Government Performance Results Act (GPRA).

3.3 Assess technical assistance resources. Assess opportunities to promote the availability of technical assistance programs. Identify gaps in technical assistance services. Recommend creative, cost effective alternatives to provide leveraged technical assistance to affected communities, organizations, and groups.

3.4 Monitor and verify program results and consistency with goals; gather data and perform QA/QC.

3.5 Analyze and report program results.

4) Modeling and Computer Systems Development

4.1 Develop and maintain computer models and simulations to estimate the impacts of various regulatory options, costs of regulations, costs of different ODS and ODS substitutes in different applications, environmental impacts to stratospheric ozone, to global climate, and other environmental systems. Run and maintain EPA's Excel spreadsheet model for estimating use and emissions of ODS and ODS alternatives on existing and new equipment and processes that use ODS as well as corresponding substitutes through time. Develop and maintain new model applications as necessary.

4.2 Design and maintain spreadsheets and other applications to display and

organize program data. Develop or access appropriate models to conduct analyses, including review, testing, and modification of models. Run models to perform direct analyses and sensitivity analyses of a wide variety of relationships in the areas described above in Section II, "Background and Purpose." Compare modeling results to results from other models and runs.

4.3 Develop novel approaches and solutions to economic forecasting and related statistical problems.

4.4 Perform model simulations, especially in the areas of physical and biological systems and industrial organization, and including economic impact and exposure and risk assessment modeling. Provide updated copies of the model for use by EPA in analyses requiring quick turn-around support for policy determinations.

4.5 Run Geographic Information System (GIS) and mapping software for modeling purposes.

4.6 Apply existing models or develop new models to predict greenhouse gas emissions, their corresponding atmospheric concentrations, and radiative forcing for both domestic and international scenarios. Develop models or use existing ones to establish correlations between calculated or estimated gas emissions from industrial sources and measures of actual concentrations of these gases in the atmosphere.

4.7 Develop program tools including software tools, benchmarking tools, web-based calculators, tools for routine data entry and analysis, and diagnostic tools for target audiences to determine emissions, potential reductions, and assist adaptation to impacts of ozone depletion and climate change.

4.8 Assist in the development of databases, with a focus on ensuring the ease of input of data as well as ease of access to the data in the database. Database development shall also proceed with consideration given to ease of access by the public to non-CBI information.

5) Communication & Outreach

5.1 Prepare for workshops, stakeholder meetings, conferences, recognition events, webinars, training sessions and similar activities, including identifying and reserving facilities; contacting and inviting expert speakers; conducting logistical support before, during and after the conference; develop presentation materials and handouts prepare materials including invitations, name tags, handouts, slides, posters, rosters of attendees, and sign-in lists for these meetings; provide and operate equipment and translate scientific material into lay terms; translate foreign languages (primarily Spanish but

may include the six United Nations languages or other languages) into English or the reverse (including simultaneous translation), as required.

5.2 Develop and distribute final reports, meeting records and other information to attendees as identified by the work assignment and respond to inquiries from business associates and government representatives who have been directed to EPA through attendees or other program contacts.

5.3 Develop web sites, including database programming, analysis, and reporting; creation of web pages using HTML and other languages; development of interactive content using appropriate tools; web site traffic statistical analysis; conversion of existing documents to appropriate web formats; design of navigational systems and page layouts; maintenance of metadata and other EPA Office of Environmental Information requirements; web site promotion; and other tasks required to comply with Agency web standards. All deliverables shall be in compliance with the Section 508 Accessibility Standards of the Rehabilitation Act. When preparing deliverables, the contractor shall refer to the most recent version of the Section 508 Standards, which can be found at: <http://www.epa.gov/accessibility>

5.4 Assemble, edit, and provide mailing lists, allowing for mail merges into correspondence. Provide logistical and administrative support for mailings, fax broadcasts, webinars, listservs and other methods of distributing outreach materials.

5.5 Conduct outreach to stakeholder and communicate information to the public, other domestic and international governments, businesses, non-governmental organizations (NGOs) and other sectors, and deliver ongoing support, including technical and programmatic expertise, information management, and materials dissemination.

5.6 Research, write, design, produce, implement, update, maintain, evaluate and recommend improvements to state-of-the-art communications materials, including: web pages and interactive communication services such as widgets, Facebook, LinkedIn, smart phone applications, and web podcasts; adaptation of software; creation of video features; producing CDs; creating multimedia exhibits and demonstrations; assisting in the preparation of reports, brochures, and fact sheets; and creating posters and pins to disseminate information to the public and interested parties. Create pdf and html files from existing reports from hard copy or electronic sources for display on the EPA web page.

5.7 Develop technical and educational brochures, pamphlets and other outreach materials regarding program efforts set forth in section III.2., Program and Policy Implementation Assistance. Develop standards-based, cross-curricular, bilingual, multi-media educational tools and materials for schools, the general public, and other audiences.

5.8 Develop, refine, implement and evaluate communications strategies to effectively educate a wide variety of audiences.

5.9 Develop and continually improve implementation and outreach materials to enhance and sustain program effectiveness and seek continuous program improvement through adaptation to participant needs.

5.10 Develop, recommend and implement communications and marketing strategies and other program approaches to effectively educate and interact with a wide variety of audiences. Examples of program areas include, but are not limited to, promoting the use of energy-efficient technologies or other activities to reduce emissions of GHGs and ODSs, raising awareness of the impacts of emissions, and promoting adaptation to high levels of ultraviolet radiation, increasing temperatures, changing precipitation patterns, and other impacts of climate change and ozone depletion.

6.0 Quick Response Support

The implementation of the numerous studies and regulations under the CAA are subject to examination and technical analysis that frequently require quick turnaround responses to urgent requests from top EPA managers, Administration officials, and members of Congress for additional information and analyses. To respond to such urgent requests, SPD management may require support on a quick turnaround basis, including support for briefings, workgroups or meetings; data gathering; model configuration and operation; and/or technical analyses of specific subjects.

D. Other Requirements

To preclude contractor bias and undue influence, the work performed by the contractor and any subsequent deliverables shall NOT include any policy making decisions or judgements. Any reports submitted by the contractor that contain recommendations to the EPA shall explain and rank policy or action alternatives, if any; describe the procedures used to arrive at recommendations; summarize the substance of deliberations; report any dissenting views; list the sources relied upon; and identify and discuss the methods and considerations upon which the recommendations are based. The contractor will not make final determinations or policy decision for the Agency. EPA will critically review all contractor products and make all final decisions regarding assessments and directions of the programs.

Quality assurance/quality control (QA/QC) requirements will be specified as needed in each work assignment/task order. When QA/QC is required for a

specific work assignment/task order, appropriate guidelines will be attached to the work assignment. When measurement or data generation activities are required, the Contractor shall: {1} submit a QA Project Plan; {2} acquire approval of any modifications to the Plan from the contracting officer; {3} participate in any audits of the work assignment and assure appropriate response to any corrective actions recommended by the auditors; and {4} provide a QA/QC Evaluation Report in any reporting of measurements or data activities resulting from each work assignment.

Attachment A to the Statement of Work
Agency Personal Identity Verification Procedures for
Contractor Personnel

Background:

Homeland Security Presidential Directive-12 (HSPD-12), signed by President Bush on August 27, 2004, sets forth the policy of the United States to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government wide common identification standard for Government employees and contractor employees for gaining physical access to Federally controlled facilities and logical access to Federally controlled information systems. Secure and reliable forms of identification (badge) are (a) issued based on sound criteria for verifying an individual employee's identity; (b) strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation; (c) rapidly authenticated electronically; and (d) issued only by providers whose reliability has been established by an official accreditation process.

The requirements of HSPD-12 are implemented through the Federal Information Processing Standards Publication (FIPS) 201 and guidance from OMB policy memorandum

M-05-24, dated August 5, 2005. These policies require personal identity verification (PIV) and suitability determinations (background investigation) for all affected contractor and subcontractor personnel before issuance of a PIV Card (badge) when contract performance requires contractors to have physical access to a Federally controlled facility or access to a Federal information system.

In compliance with Federal requirements, a FAR case is in development. Pending publication, the FAR will require agencies to include their PIV procedures for contractor personnel that implement HSPD-12, FIPS PUB 201 and OMB guidance M 05 24, dated August 5, 2005, in solicitations and contracts that require the contractor to have physical access to a Federally controlled

facility or access to a Federal information system. The FAR will also have an

associated FAR clause "Personal Identity Verification of Contractor Personnel" that requires the contractor to comply with agency PIV procedures of contractor personnel that implement HSPD 12.

EPA has developed a master plan to implement the requirements of HSPD-12, FIPS 201, and OMB guidance, M-05-24. The plan provides for a phased in approach for facilities and information systems over several years, but must be completed for all affected contractor personnel by October 2007. Authentication of an individual's identity is a fundamental component of physical and logical access control processes. An accurate determination of identity is needed to make sound access control decisions. The procedures below are the agency's personal identity verification and suitability procedures to implement HSPD-12, FIPS PUB 201 and OMB guidance M 05 24, for contractor employees.

a) Contractor Requirements for Personal Identity Verification of Contractor Personnel.

All individual contractor and subcontractor employees (hereafter referred to as "contractor") whose work under the contract requires physical access to an EPA controlled facility or logical access to an EPA information system for six months or longer, must be prepared to submit to a National Agency Check with Inquiries (NACI) or higher level investigation, if required, and have their fingerprints taken at an EPA designated facility. The background investigation is performed by the Office of Personnel Management (OPM) for EPA Contractor employees shall provide all information required in the Standard Form (SF) 85P, Questionnaire for Public Trust Positions, and provide fingerprints. Only contractor employees who work on-site at the Agency for at least 24 hours a week for 6 months or longer will be eligible to receive credentials (Identification badge).

Contractor employees who have a favorably adjudicated Federal background investigation at the NACI level, or above, completed within the past 5 years, will not require an additional investigation unless one is requested by the contracting officer or the contracting officer's representative (COR). However, these employees must still submit an SF 85P, but need only provide their name and social security number. All contractor employees must be fingerprinted at an EPA authorized site.

During performance of this contract, in accordance with EPA's master implementation plan, the contractor will be notified that a NACI, or higher level investigation, and fingerprints are required under the contract. At that time, contractor employees will be required to submit a completed SF 85P. The contractor will be instructed of the date, place, and time for fingerprinting. The SF SSP is available online at:

<http://www.opm.gov/Forms/html/sf.asp>

The contractor employee must appear in person at least once before the

issuance of a PIV credential. When reporting in person to the EPA facility for fingerprinting, contractor employees must provide two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I 9, OMB No. 1115-0136, Employment Eligibility Verification. At least one document shall be a valid State or Federal government issued picture identification (ID).

EPA Contractor Badges. Until notified by the contracting officer or COR of the implementation of the PIV and suitability requirement for this contract, contractor employees will be issued EPA Contractor identification badges.

Foreign Nationals. Contractor employees who are foreign nationals requiring physical access to an EPA controlled facility, or access to an EPA information system for longer than six months, must submit an SF 85P and have their fingerprints taken at an EPA facility, as noted above. In addition, foreign nationals must submit proof of their official legal status in the U.S., and continuous residency for the prior two years from date the SF 85P is submitted to EPA.

6 months or Less. Contractor employees requiring physical access to an EPA controlled facility or access to an EPA information system for less than 6 months may be subject to the same requirements, as discussed. However, at a minimum, these contractor employees must have their fingerprints taken, but are not required to submit a completed SF 85P, unless notified by the COR. These contractor employees may have limited and controlled access to facilities and information systems.

NOTE: Information contained on the SF-85P forms may demonstrate that the employee is not suitable to be given access to an EPA facility or an EPA information system. The contractor should be aware that information on the SF 85P will be screened by EPA. For individuals with admitted derogatory information, issuance of a provisional credential may be delayed pending further investigation. Contractors are responsible for providing qualified personnel in accordance with requirements stated elsewhere in this contract. Any contractor employee found unsuitable to perform as a result of screening or suitability determinations shall be immediately replaced by the contractor. The following are possible "red flags":

Employment. Having been fired from a previous job, or having left under unfavorable circumstances within the past 7 years (Question 12 on the SF 85P);

Selective Service. Failure to register with the Selective Service System; this applies to male applicants born after December 31, 1959 (Question 17 on the SF 85P);

Police Records. Within the past 7 years, any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law (Question 20 on the SF 85P);

Illegal Drugs. Illegal use within the previous year, or drug manufacture or other involvement for profit within the past 7 years (Question 21 on the SF 85P)

b) When the contractor Program Manager (PM) is notified of the implementation of the PIV and Suitability of Contractor Personnel, the PM shall submit to the EPA COR, the following summary information, in addition to the required individual information, discussed above:

- Contract number

Name, address and phone number of contractor with point of contact

- Names of all contractor employees submitting an SF 85P.

Names of contractor employees claiming to have a previous favorably adjudicated Federal background investigation on record.

c) All PIV Cards (badges) must be returned to the COR or EPA badging office at the conclusion of the contract, or when contractor on-site services are no longer required. Failure to return all credentials will result in a cost of \$15 per badge/credential.

d) This requirement must be incorporated into all subcontracts wherein employees whose work under the subcontract requires physical access to an EPA controlled facility or logical access to an EPA information system, for longer than six months.

e) Contractors and their employees have the right to appeal the determination to deny or revoke credentials. The contractor will submit their appeal to the COR. Once EPA has issued a decision on the appeal, it is final and not subject to further appeal.

f) Definitions:

EPA information system means - an information system [44 U.S.C. 3502(8))] used or operated by EPA, or a contractor of EPA or other organization on behalf of the agency.

"EPA Controlled Facilities" means

EPA or Federally owned buildings or leased space, whether for single or multi tenant occupancy, and its grounds and approaches, all or any portion of which is under the jurisdiction, custody or control of the agency;

EPA or Federally controlled commercial spaces shared with non government tenants. For example, if a department or agency leased the 10th floor of a commercial building, the Directive applies to the 10th floor only; and

Government owned contractor operated facilities, including laboratories.

The term does not apply to educational institutions that conduct activities on

behalf of departments or the agency or at which Federal employees are hosted unless specifically designated as such by the sponsoring department or agency.

For questions on the Acquisition Forecast Database, please call Susan Moroni, OAM at (202) 564-4321.